

NON-DUAL STATUS FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT - BARGAINING UNIT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # TVA #60-16	OPENING DATE: 12-May-2016	CLOSING DATE: 13-Jun-2016
WORKING LOCATION: USPFO New Castle, DE	SELECTION METHOD: PANEL	SALARY RANGE(s): GS-08: \$47,386 - \$61,598	
POSITION TITLE: Financial Service Technician	PD NUMBER(s): N1355000/A/B	OCCUPATIONAL SERIES: 0503	PAY PLAN & GRADE(s): GS-08

APPOINTMENT FACTORS

<u>AREAS OF CONSIDERATION</u>	<u>APPOINTMENT STATUS</u>						
<ul style="list-style-type: none">▪ AREA I - Presently employed permanent employees/technicians of the Delaware National Guard with Federal Competitive eligibility/status.▪ AREA II - All others with Federal Competitive eligibility/status.	<table><tr><td>Managerial <input type="checkbox"/></td><td>Supervisory <input type="checkbox"/></td><td>Neither <input checked="" type="checkbox"/></td></tr><tr><td colspan="3">Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/></td></tr></table>	Managerial <input type="checkbox"/>	Supervisory <input type="checkbox"/>	Neither <input checked="" type="checkbox"/>	Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>		
Managerial <input type="checkbox"/>	Supervisory <input type="checkbox"/>	Neither <input checked="" type="checkbox"/>					
Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>							

SELECTIVE PLACEMENT FACTORS

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil. Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment. A pre-placement physical/examination is required for employment.

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1 – Union Official
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DNG Form 33D-E (This form will not be reproduced. Supplies will be requisitioned from Headquarters, Delaware National Guard)
25 Nov 2013 (NGDE-HR-RP)

FINANCIAL SERVICE TECHNICIAN
N1355000, GS-0503-08

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; i.e. Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Operational Data Store (ODS), Standard Financial System ReDesign1 (SRD1), Defense Travel System (DTS), Integrated Automated Travel System (IATS), etc., by applying a series of different and unrelated methods, processes and techniques involving established financial management systems. Analyzes and develops a variety of new or established techniques and methods to evaluate alternatives and arrive at decisions, conclusions, and recommendations that enhance operations. Uses different procedures, as transactions are not completely standardized, or transactions are inter-related with other systems, that require coordination with other personnel or staff, both internal and external to the organization.
- Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 active duty; Title 32 Inactive Duty for Training (IDT), Annual Training (AT), Active Duty for Training (ADT), Active Guard and Reserve (AGR), and Active Duty for Operational Support (ADOS (includes Defense Support to Civilian Authorities (DSCA) operations). Executes unique and special pay and entitlement actions in order to provide the appropriate entitlements, such as Base Pay; Basic Allowance, Housing (BAH); Basic Allowance, Subsistence (BAS); Incapacitation Pay (INCAP); Family Separation Allowance (FSA); Hazardous Duty Pay; Hostile Fire Pay; Combat Zone Tax Exclusion (CZTE); Special Duty Assignment Pay (SDAP); Student Loan Repayment Program (SLRP); incentive (bonus) pay; Invitational Travel Authorization (ITA); Jury Duty; child support; wage garnishments; allotments; survivor benefits; and incentive pays (Jump Pay, Medical Pay, Flight Pay, Foreign Language Proficiency Pay).
- Analyzes and processes transactions directly with U.S. Treasury and local financial institutions to ensure credits and collections are accomplished in a timely manner in accordance with law, regulation and policy.
- Applies information derived from personnel management systems to ensure proper pay and entitlements to Soldiers and civilians. Supports Soldier Readiness Processing (SRP) with face to face interviews to conduct personal records review and ensure effective transition to Title 10 duty with accurate pay and entitlements.
- Uses computer master file systems, document processing and the effects of transactions on existing records to modify normal automated processes while protecting historical data. Ensures accuracy of modifications relating to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out of service debts or other actions involving complicated adjustments. Determines appropriate travel entitlements for multiple duty statuses and situations including Temporary Duty (TDY), local travel, and Permanent Change of Station (PCS).
- Performs other duties as assigned.

***** A more comprehensive detailed description of the position may be found in Position Description
"N1355000/A/B" in the employing unit or in the Human Resources Office *****

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE:

SPECIALIZED EXPERIENCE: (18) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

- a. Knowledge and skills of the procedures and techniques to conduct difficult and responsible analysis and determinations within a complete financial management system to validate transactions and to perform research to resolve inconsistencies.
- b. Knowledge of related financial regulations and rulings covering diverse types of transactions to function as a technical authority to resolve an extensive range of issues or problems. Skill in researching, interpreting, analyzing, and applying regulations, policies, procedures and legal decisions and issuances regarding the full range of financial and commercial services provided, including public law; fiscal law; DoD, DA, FORSCOM, NGB, and DFAS regulations; Standing Operating Procedures; and Comptroller General Decisions.
- c. Comprehensive knowledge of and skill in determining appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 active duty; Title 32 IDT, AT, ADT, AGR, and ADOS. Knowledge of unique and special pay and entitlement situations to include Base Pay, BAH, BAS, INCAP, FSA, Hazardous Duty Pay, Hostile Fire Pay, CZTE, SDAP, SLRP, incentive pay (bonus), Jury Duty collections, child support, wage garnishments, allotments, survivor benefits, casualty assistance and special incentive pays (flight, medical, jump, foreign language).
- d. Comprehensive knowledge of and skill of computer master file systems, the interrelationship of various financial systems applications and the effects of those applications on existing records to modify normal automated processes while protecting historical data. Knowledge of how these modifications relate to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out of service debts or other actions involving complicated adjustments. Skill in determining appropriate travel entitlements for multiple duty statuses and situations including

- TDY, local travel, PCS and ITA's. Knowledge of tax regulations, systems, and processes involving tax documents, DITY payments, and RITA payments
- e. Knowledge and skill in applying principles and practices involving data protected under the Privacy Act. Knowledge and skills regarding records management.
 - f. Knowledge of the organizational structure, functions, policies, and processes of the state's National Guard, to include relationships to state entities under DSCA operations.
 - g. Knowledge of training techniques and program instruction regarding the full range of financial transactions. Knowledge and skill in providing quality and time sensitive customer service techniques.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

**** QUALITY OF EXPERIENCE****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS:

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes WILL NOT BE CONSIDERED. **